

ASAP STUDIOS CHILD SAFE POLICY

GENERAL

1. All Staff (Teaching/Non-Teaching/Contractors/Volunteers) At ASAP Studios Hold Valid Vic Working With Children Checks (WWCC)
2. ASAP Studios Is A Registered Business & Holds An Abn.
3. My Business Has The Appropriate Insurance For The Victoria Where It Operates.

CHILD SAFETY

4. ASAP Studios Ensures A Staff Member Is Available Who:
 - * Has Access To A First Aid Kit
 - * Has Access To A Phone To Call For Medical Assistance
5. ASAP Studios Request, At Enrolment, Relevant Medical Information That May Affect The Enrolling Child's Safe Participation In Class & Provide This Information To The Necessary Staff. A Risk Assessment/Action Plan Has Been Documented For Children With Serious Medical Conditions & In Collaboration With The Parent/Carer.
6. We Facilitate An Open Environment By Eliminating The Possibility Of A Child Being Left Alone Or In The Care Of Only One Adult In A Closed Environment.
7. We Ensure All Choreography Created In Class & For Performance Is Age Appropriate & Does Not Sexualise Children.
8. We Ensure All Music Used In Class & For Performance Is Age Appropriate, Free From Explicit Lyrics & Adult/Mature Themes.
9. We Ensure All Clothing Such As Dancewear, Uniforms, Costumes Are Age Appropriate, Do Not Sexualize Children & Can Accommodate A Child's Race/Ethnicity/Religion.
10. We Ensure The Use Of Make-Up For Any Reason Is Clearly Explained To Parents For All Children.
11. We Ensure Children Are Not Weighed Or Provided With Diet/Nutrition Advice From My Staff Unless At The Request Of The Parent.
12. We Ensure Images & Footage Of Children Are Not Used In Any Form Of Media Without Consent/Permission Of A Parent/Carer & Child If Possible. We Ensure Images &/Or Footage Should Not Sexualise Children.
13. We Facilitate An Environment That Allows Children's Views To Be Openly Heard. We Provide Formal Opportunities For Students To Freely &/Or Anonymously Express Their Opinion. Eg: Student Survey/Comment Box Etc.
14. We Facilitate An Environment That Allows Parents/Carers To Provide Feedback, Comments Or Concerns Confidentially. We Respond Formally In Writing & In A Timely & Respectful Manner.

DANCE TEACHER RESPONSIBILITIES

Ensure teachers always:

- A. Work In An Open Environment.
- B. Encourage Open Communication With No Secrets.
- C. Treat Every Child Equally & With Respect, Dignity & Without Discrimination.
- D. Put The Welfare Of Each Child First.
- E. Ensure That You/Your Staff Are Aware Of The Indicators Of Abuse & Neglect Of Children.
- F. Ensure That You/Your Staff Are Aware Of An Obligation To Report To The Employers Or Managers Of Any Concerns About The Safety, Welfare & Wellbeing Of Children & Young People That May Arise.
- G. Ensure That You/Your Staff Are Aware Of Mandatory Obligations To Report Suspected Risk Of Significant Harm & Of The Procedures For Doing So.
- H. Studio Owner/Teachers, Should Maintain A Register Of Staff Employment. (Including Non-Teaching Staff, Part-time, Casual Staff, Contractors & Volunteers).
- I. Confidential Records Should Be Kept Of Any Incidents Or Reports Made To The State Child Protection Agencies As Confirmation That Mandatory Reporting Requirements Have Been Met.

Ensure Teachers Never:

- A. Allow Or Engage In Rough & Tumble Play Or Physical/Sexually Provocative Games.
- B. Allow Or Engage In Any Form Of Inappropriate Touching.
- C. Make Sexually Suggestive Comments To A Child.
- D. Intimidate Or Shame A Child As A Form Of Control.
- E. Fail To Act On & Record, Any Allegations Made By A Child.

MORAL OBLIGATION TO REPORT:

We Accept That As A Dance Studio We & Our Staff/Contractors/Volunteers Have A Moral Obligation To Report If Any Of The Following Occur During Or In Context Of A Dance Event Or Activity, They Report To The Employer, Principal, Manager Or Child Protection Agencies In Your Victoria.

- A. If A Child Is Accidently Hurt.
- B. If A Child Is Unusually Distressed & You Have Any Suspicions Of, Or Concerns About Potential Abuse.
- C. If A Child Tells You They Have Been Abused.

References:

1. Part Reference: Ausdance Child Protection Fact Sheets 2016
2. Reference for Mandatory Reporters: Table 2, 14 Mandatory Reporting Laws – Australian Institute of Family Studies – Australian Government
3. Resource for Sexual Behaviour in Children & Young People: Traffic Lights DVD & Brochure <http://www.true.org.au/Resources/traffic-lights-brochure>
4. keepthemsafe.nsw.gov.au

ASAP STUDIOS T&C's

POLICIES & REGULATIONS

By enrolling yourself (in the case of adult students) or your child (in the case of students under 18 years of age) in ASAP Studios, classes you (as the adult student, or the child student's parent or guardian) acknowledge that you have read, agree to abide by, and (where the context requires) consent to all of the terms, conditions, codes and policies referred to below.

CODE OF CONDUCT

All ASAP Studios students and their parents or guardians must comply with the ASAP Studios Code of Conduct –

FOR THE PARENTS: "WE'RE IN THIS TOGETHER"

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education. Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty—makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting.

Your child's presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school's educational process.

Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.

FOR ALL PARENTS AND STUDENTS

Understanding Dance Education

As a parent, you play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that's comfortable. No two students will progress at the same rate, even if they experience the exact same training. It's important to encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments. Not all children will develop into professional dancers. One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.

CLASS PLACEMENT

The ASAP Studios teaching team meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every child.

Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex.

DOS AND DON'TS

Some parents may compare their child's progress or class placement to another child's. Watch for this behaviour in your children as well and encourage them to focus instead on their own accomplishments.

Looking to other students for inspiration is good; however, making negative comparisons distracts children from focusing on becoming stronger dancers. In addition, speaking negatively about your child's teachers, fellow students, or other parents in front of your child - or other students - could result in problems far beyond your original concerns.

Often children will imitate a parent's behaviour with other adults or authority figures.

Children learn important lessons from their teachers and parents, acquiring behaviour patterns through their example. Our school's faculty takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.

If you have questions or concerns about your child's dance education (such as progress or class placement), please discuss them with your child's teacher or the director. Talking only to other parents can lead to misinformation and confusion. Please contact the school office to set up an appointment; do not approach your child's teacher or the director between or during classes or make contact outside of the school.

If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

DISCIPLINE POLICY

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers and staff, and studio property, and we foster the development of good habits and compliance with rules of conduct.

Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehaviour.

- Children who exhibit unacceptable behaviour or attitudes are told what is wrong and directed to a positive alternative approach or behaviour.
- If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another.
- Children who are disruptive will be respectfully asked to stop the behaviour. If the behaviour is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before re-joining the class.
- If a child's misbehaviour continues to disrupt the class, the parent or guardian will be called to pick up the child.

TERMINATION OF ENROLMENT

In certain circumstances, when it is in the best interest of one or more students or ASAP Studios, it may be necessary for ASAP Studios to terminate a student's enrolment. All reasonable efforts will be made to correct a problematic situation before terminating enrolment. Reasons for termination of enrolment include the following (without limitation):

- Disruptive or dangerous behaviour by students or their parent(s) or guardian(s)
- Abuse of other students, children, staff, or property
- Inability of ASAP Studios to meet the student's needs
- Breach by the student (in the case of adult students) or student's parent or guardian (in the case students under 18 years of age) of any of ASAP Studios terms, conditions, codes or policies
- Failure of the student (in the case of adult students) or student's parent or guardian (in the case students under 18 years of age) to pay on time and in full

TARDINESS

Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury. Students who arrive more than 10 minutes late may be asked to observe class for reasons of personal safety.

COMMUNICATION

Please direct any enquiries relating to your individual child to asapstudios@bigpond.com or phone 0425704356. Important newsletters, notices and term fee invoices will be sent via email. Please ensure you provide us with a current email address. Hard copies of notices will be available from the studio by request only.

To support our communication to you please also join our closed 'ASAP Studios Info Page' on Facebook and Like the ASAP Studios public page. You can also follow us on Instagram @asapstudios Note – social media does not replace our email, phone or direct communication at the studio. If you have direct questions pertaining to your child's enrolment speak to your teacher or contact the office.

FEES

Fees are calculated based on the number of classes per week multiplied by the number of weeks in the term. (N.B. Term 4 is calculated based on additional rehearsal time and includes the dress, stage & photo rehearsals) ASAP Studios does not run classes on public holidays and fees are reduced accordingly.

- All fees must be paid in advance via an ASAP Studios Try booking Link found on our website. If you do not do this the student may not be permitted to participate in the class.
- If a payment is missed, payment arrangements must be rectified immediately. If re-arranged payments are missed 2 or more times, the student's enrolment will be cancelled and the student will not be allowed to participate in ASAP Studios classes. No refunds will be given in this situation.
- Missed payments will attract a dishonour fee of \$10.
- Missed payments will be followed up every 3 days after the missed date.
- All fees are inclusive of GST.
- ASAP Studios requires a minimum of 4 weeks' notice in writing, prior to the commencement of the term, to cancel a student's enrolment and associated payments. A failure to give this notice may result in you being charged for the full term.
- Unless 4 weeks' written notice is given before the commencement of the term, fees are neither refundable nor transferable between students or terms. If a student is going to be away for extended periods of time (i.e. 4 weeks or more within one term) discounted fees may be applied for in advance. These arrangements must be made prior to the commencement of term and discounts will be at the discretion of the Principal. Discounts will not be available for those classes with waiting lists in place.

SOCIAL MEDIA AND IMAGE POLICY

- From time to time images from school performances, class photos and various events will be used to promote the activities of ASAP Studios e.g. In newsletters, on the ASAP Studios website, social media (e.g. Facebook/Instagram), noticeboards, brochures etc. Parents who consent to the use of images of their children in this way, and waive all rights in respect of such images. ASAP Studios will not sell the images to third parties. If you do not wish for this to occur, you must notify the principal at the time of enrolment via email.
- At Open Days parents are permitted to attend class and take images of their children. This means that Parents consent to other parents taking images of their children. Parents must use all such images appropriately. ASAP Studios takes no responsibility or liability in relation to the use of images by parents.
- ASAP Studios encourages active and responsible participation by parents on its social media platforms (e.g. Facebook). All posts and comments must be respectful, polite, inoffensive and appropriate. ASAP Studios does not always monitor its platforms, so if you see that something inappropriate or offensive has been posted, please contact ASAP Studios immediately via phone. ASAP Studios takes no responsibility for the posts or comments of parents on its platforms.
- Children are not to post, comment or upload content to ASAP Studios platforms. These platforms and forums are for parents/guardians only.

PRIVACY POLICY

Your, and your child's, privacy is important to ASAP Studios. This privacy statement provides information about the personal information that ASAP Studios collects, and the ways in which ASAP Studios uses that personal information.

PERSONAL INFORMATION COLLECTION

We collect personal information when we are dealing with, or providing our services to, you or your child. Generally, if appropriate, we will tell you why we are collecting personal information and how we plan to use it; otherwise these things will be obvious when we collect the information.

We may collect personal information such as your and/or your child's name, address, phone number, email address, family details, financial information, health information and other information you provide to us. We may collect other personal information in the course of providing our services to you or your child.

If you apply for a job with us we may collect certain information from you such as your name and contact details, information about your working history and relevant records checks, from any recruitment consultant and from your previous employers, universities and others who may be able to provide information to us to assist us in our decision on whether or not to make you an offer of employment.

USING PERSONAL INFORMATION

We use your information to deal with, or provide our services to, you and/or your child and to comply with certain laws and regulations. We may also disclose your information to service providers, agents and contractors (for example direct debit companies, or debt collection agencies) from time to time to help us to provide our services to you or as otherwise required or authorised by law.

Where we disclose your personal information to our agents or sub-contractors, the agent or sub-contractor in question will be obligated to use that personal information in accordance with the terms of their own privacy policy.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, we may disclose your personal information to the extent that we are required to do so by law.

SECURING YOUR DATA

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

UPDATING THIS STATEMENT

We may update this privacy policy by posting a new version on ASAP Studios website.

You should check this page occasionally to ensure you are familiar with any changes.

OTHER WEBSITES

The ASAP Studios website may contain links to other websites. We are not responsible for the privacy policies or practices of any third party.

MEDICAL TREATMENT AND INJURY

- Dance is a physical activity and whilst all reasonable care is taken, to the extent permitted by law ASAP Studios is not liable for injuries sustained during classes, instruction, performance activities or otherwise.
- In the case of an injury or health concern in respect of your child, all reasonable efforts will be made to contact you promptly. But, in the case of an emergency, or in the event that you cannot be reached, ASAP Studios will seek medical attention for the student. This may involve ASAP Studios rendering first aid to the student or calling an ambulance for the student. You agree to indemnify ASAP Studios for any costs incurred in obtaining such emergency medical attention, for example ambulance fees.

GENERAL

- It is expected that students are punctual to classes.
- Please advise the office (phone or email) if the student is going to be absent due to illness, injury, holidays, school camp etc.
- No gum, jewellery (except for stud earrings), watches or mobile phones are permitted in class. Jewellery and watches have been known to cause injuries and abrasions in the past. All valuables should be left at home.
- Whilst all reasonable care is taken, to the extent permitted by law ASAP Studios is not liable for students outside of scheduled classes or the immediate premises. Parents of junior and younger middle school students are asked to pick children up from inside the studio, rather than asking students to wait unsupervised in the car park.
- Parents and students are asked to take particular care and be respectful of our facilities. Bins are provided for rubbish please make sure you use them!

STUDENT CLASS PLACEMENTS

Careful placement of students in classes at an appropriate level is taken very seriously. It is extremely important to the proper development and safety of the student. The final placement of student is at the discretion of the Principal.

EXAMINATIONS & ASSESSMENTS

Examinations and assessments are offered for students. Examinations and/or assessments are not compulsory but are encouraged as they offer the student a goal to work toward. Students will be entered for examinations at the discretion of the Principal.

GROOMING

Students must be dressed in the correct uniform at all times. Beginners are requested to obtain school dancewear as soon as possible. It is expected that students arrive in and depart the ballet school premises in appropriate attire (e.g. tracksuit) and not in their ballet school uniform.

Grooming is an essential part of a student's training. It encourages good deportment, enables students to be able to turn correctly without hair flicking in the eyes and is essential for teachers to be able to observe correct placement of the head and shoulders. To this end it is expected that:

- ALL female classical students wear a bun. If Petite Dancers are unable to maintain a bun, hair must still be off the face (e.g. Using an appropriate headband).
- ALL male students maintain a hairstyle that does not fall into the eyes.
- ALL female Jazz, Tap, Hip Hop, Acro, Song & Dance students are to wear a ponytail or bun without any loose fringes or tendrils hanging across the face.

PERFORMANCES

All students are offered the opportunity to participate in the Annual Performance. Students wishing to participate must commit to attending additional rehearsals during term 4. All students must attend the dress rehearsals, and be available for all performances.

It is etiquette for students to inform the Principal of their participation in any productions or performances outside of ASAP Studios. Students must not perform choreography taught at the school without seeking prior permission from the Principal. All rights in such choreography vest in ASAP Studios.

ASAP STUDIOS SCHOLARSHIPS

Information about Scholarships is available by request only.

PARENT VIEWING POLICY

Whilst ASAP Studios does not have a closed-door policy, parents are asked not to view classes, aside from prearranged Open Days. Students become distracted by parents and therefore do not gain the full benefit of the class. Parent distractions can also affect the entire dynamic of the class so your support in this matter is greatly appreciated.

It is understandable that when younger students are settling into classes having a parent close by can be an important part of instilling confidence in your child. Once your child is settled we ask that you abide by our viewing policy.

OPEN DAYS

Parents, family and friends are invited to watch classes generally once per term (except for Term 4). This occurs on the last week of each term, unless otherwise instructed by the Principal, in which case a notice will be sent out accordingly.

FAILURE TO COMPLY WITH THESE TERMS AND CONDITIONS

In the event of any failure to comply with any of the terms, conditions, codes or policies referred to on this page, ASAP Studios reserves the right to cancel the student's enrolment and in this situation any fees paid or payable will not be refunded.